



REPLY TO  
ATTENTION OF

ATZT-MWR

DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 MANSCEN LOOP STE 316  
FORT LEONARD WOOD, MISSOURI 65473-8929

26 DEC 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #33-01, Policy Memorandum for Army Career and Alumni Program (ACAP)

1. Soldiers are our greatest asset and when it is time, we need to help them make their transition to civilian careers. We owe quality transition services, information and job assistance to transitioning soldiers, their families and civilian employees. Every soldier leaving military service voluntarily, involuntarily or retiring is entitled to these services. The Army Career and Alumni Program is a vital part of the process.
2. The ideal time for starting the ACAP process is 180 days for normal ETS and 365 days for soldiers retiring. This will give transitioning personnel the opportunity to learn about and participate in this valuable program with minimal impact on the unit mission. Title 10, USC 1142-1144 states that 90 days is the minimum timeframe to begin ACAP unless separation is due to chapter actions, which require an accelerated timeframe to exit the military.
3. Commanders are responsible for ensuring access to the ACAP process in a timely manner. Leaders at Fort Leonard Wood should ensure the transitioning soldier, civilian, and family member receives the full benefits to which they are entitled by law. To assist with transition planning, members of the ACAP staff will be contacting your activity to brief you and your staff on ACAP services.
4. I ask for your personal support to this important program. For additional information or to schedule a unit briefing contact Mr. Donald Green, Transition Services Manager, 596-0175.
5. SUPERSESSION. This policy supersedes the previous command policy, subject as stated above, dated 08 May 1998.

ANDERS B. AADLAND  
Major General, USA  
Commanding

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